



ORIGINAL
DEPARTMENT OF THE NAVY
ADMINISTRATIVE SUPPORT UNIT
SOUTHWEST ASIA
FPO AE 09834-2800

ASUSWAINST 5354. 2

10 MAR 1991

ADMINISTRATIVE SUPPORT UNIT, SOUTHWEST ASIA INSTRUCTION 5354.1

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT PROCESSING

Ref: (a) CPI 713
(b) 29 CFR PART 1614
(c) EEOC MD 110 Of 29 Oct 92
(d) SECNAV memo dtd 18 Sep 91

1. Purpose. To supplement procedures in reference (a) which prescribe the processing of discrimination complaints for Department of the Navy (DON) employees and applicants for DON positions.

2. Scope and Effect. This instruction applies to all commands/activities serviced by Human Resources Office, Bahrain and complaints from any current or former employee, including those paid from nonappropriated funds, or from an applicant who believes he or she has been discriminated against because of race, color, religion, sex, national origin, age, handicapping condition or in reprisal.

3. Background.

a. It is the DON policy to provide Equal Employment Opportunity for all Navy employees and applicants. DON prohibits discrimination based on race, color, religion, sex, national origin, age, handicapping condition or in reprisal for prior involvement in the complaint process or opposition to an unlawful discriminatory employment practice.

b. Reference (a) provides DON policy and guidance for implementing regulatory requirements prescribed in the Federal Personnel Manual (FPM). It should be read in conjunction with reference (b). Reference (c) issued by the Equal Employment Opportunity Commission (EEOC) provides program guidance and changes to reference (b) in managing the Federal discrimination complaints program. Reference (c) may be consulted but should not be substituted for regulation, statute or reference (a).

4. Procedures.

The procedures outlined in reference (a) will be followed in the filing presentation, and attempted resolution of EEO complaints. Reference (d) sets forth the decision of the Secretary of the Navy to incorporate the Equal Employment Opportunity (EEO) function into civilian personnel offices, now to be known as Human Resources Office (HROs). Employees seeking counseling will utilize the HRO EEO counselors.

5. Action

a. Department Heads

(1) Should ensure all employees, supervisors, and managers are aware of the DON policy prohibiting discrimination based on race, color, religion, sex, national origin, age handicapping condition , or reprisal.

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(2) Should ensure all employees, supervisors, and managers of civilian employees are aware of this instructions and the requirement to comply with its provisions should an allegation of discrimination arise.

b. Managers/Supervisors shall adhere to their responsibilities as outlined in reference
(a).

c. Complainants shall comply with the time limits and procedures outlined in reference
(a).

d. HRO Bahrain

(1) Shall manage the EEO complaints counseling and investigation program for serviced commands/activities with the exception of those commands/activities which retain the function.

(2) Shall provide EEO counseling services for serviced commands/activities with the exception of those activities/commands which retain the EEO function.

(3) Shall provide advice and assistance to management and complainants concerning the EEO discrimination complaint process.


THOMAS M. FEEKS

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LIST I AND LIST II

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